

Errors in Employer Reporting

Purpose:

This job aid will walk the user through the possible errors they may encounter with employer reporting.

Hard Errors

Hard Error: Will result in the report file being rejected.

- The Header Row is missing
- The number of detail rows does not match the detail report
- The number of employees in the header row does not match the count with the detailed report
- The Department ID or Employer ID is not valid
- The Empl ID or SSN is not found or invalid
- The Reporting Period is not valid and not found in the Employer Schedule Setup
- The file is in an invalid format (i.e. Date value, Text value, or Decimal format)
- Employer Contribution Percent is missing
- Total Contribution amount does not equal to the Total Employer Earning times the Employer Contribution percent
- A required field is missing



Note: In the situation that a hard error is encountered and the file is rejected, RSD will contact the municipality to resubmit a new file with corrections made.

Soft Errors

Soft Error: Will result in the report file being put on-hold.

- The Employee Earnings header amount does not match the employee earnings reported
- The Employee Contribution Check amount does not match the employee contributions reported
- The Employer Contribution Check amount does not match the employer contributions reported
- The Transaction Code is invalid
- No Adjustment can be made for a check date in the file older than 1 year

After the soft error is encountered, the file processing will be put on-hold, and the error report will be sent to RSD.

The report and record status will change to 'Invalid.'



Note: Soft errors can be corrected on the online page. Once corrected, the report should be re-validated for processing to continue.